**Job Description**

**Title:** Program Associate, IIC

**Reporting to:**

**About the Trust**

The University of Chicago Trust (the Trust) is a charitable trust in India, established in 2008 by alumnus of The University of Chicago. The objectives of the UChicago Trust are to provide opportunities for grants to support educational programs, research programs and activities for the betterment of India.

**About the Unit**

The International Innovation Corps (IIC) is a social impact program that operates out of the University of Chicago Trust in India. The IIC, founded in 2013, recruits and places high-performing young professionals with up to five years of experience and top-tier academic backgrounds from India, on teams that work on-site with governments and foundations to implement large-scale projects to address India’s most critical development challenges. The program aims at creating scalable, sustainable, and long-term social impact. IIC teams design interventions, pilot solutions, implement and iterate, and record and scale best practices by engaging stakeholders. Through having direct impact on the ground in complex multi-stakeholder

**Position Description**

The IIC is seeking to hire Program Associate to support the Talent Management and Operation vertical for the Fellowship. The PA will play a key role in defining and the driving the talent management and program policies of the Fellowship.

The ideal candidate is energetic, a team player and possesses excellent time management skills, excellent verbal, and written communication skills with the ability to work well in coordination with cross-functional groups within the organisation. Please note that this is a full-time office-based role be based in New Delhi and will report to Director, IIC.

**Responsibilities**

* Support the Senior Program Lead to manage the application, interviewing and onboarding processes for the Fellowship program.
* Assist the Director in recruitment activities such as interviewing and contracting.
* Assist Senior Program Lead with training programs for professional and personal growth of the Fellows across the program.
* Manage operations, contracts, and logistics for the Fellowship across the program’s various projects.
* Assist the Director with the preparation of messaging to appropriate audiences regarding project outcomes and the impacts of the IIC’s efforts.
* Actively support and attend IIC’s event programming in India, including but not limited to Roundtables, Conferences, Seminars, Recruitment Informational Sessions, and Lectures.
* Proactively seek avenues to increase the IIC’s visibility in India.
* Manage contracting with new government partners, foundations, and other partners.
* Manage all external invoicing with vendors.
* Streamline the grant administration process.
* Assist with the determination of funding needs.
* Research funding opportunities.
* Identify supporting agencies.
* Maintain relationships with supporting agencies.
* Track grant applications.
* Contribute to the designing of grant programs.
* Prepare and monitor funding budgets.
* All other duties as assigned.

**Preferred Qualifications**

**Education:**

* Bachelor’s degree or higher

**Experience**

* Minimum 3 years of total work experience, with a preference for experience in Talent Management or Operations.
* Experienced in grant management.

**Competencies**

* Outstanding interpersonal and communication skills, both written and verbal.
* Strong organizational skills and attention to detail and the ability to manage a variety of tasks simultaneously.
* Thrives in high stress situations with multiple stakeholders, and a consistently changing, ambiguous environment.
* Professional demeanor, including tact, discretion, and a sensitivity to working in a cross-cultural context.

Must be legally authorized to work in India.

**Application Documents**

Resume

Cover Letter

Three References

**Proposed Start Date:** September 1, 2024

**Location:** This position is based in New Delhi, India

Please submit your documents to on this link: <https://forms.gle/bxjXdLYUS4CioA2t6>